

**SEMHAC
PEOPLE WHO CARE (PWC) COMMITTEE MEETING
DETROIT HEALTH DEPARTMENT
7TH Floor Chapel
May 19, 2003 6 – 8pm
AGENDA**

- I. Call to Order**
- II. Moment of Silence**
- III. Welcome/Mission Statement**
- IV. Introductions**
- V. Approval of Today's Agenda & Minutes From April 28, 2003**
- VI. Co-Chairs Report**
- VII. SEMHAC Committee Reports**
 - i. Needs Assessment**
 - ii. Long Range/Strategic Planning**
 - iii. Nominating/Membership/Bylaws**
 - iv. Media/Marketing**
 - v. Resource Development/Fiscal Oversight**
 - vi. Evaluation**
- VIII. SEMHAC Staff Updates**
 - i. Procedure for complaints re: Cab Drivers, and guidelines for use of Cabs**
 - ii. Policy for acquiring new food vendors**
 - iii. Group Infrastructure**
- IX. Outside Linkages**
 - i. MHAC**
 - ii. PWC Advisory Group**
 - iii. MRC**
- X. Emerging Issues (Impacting the Community)**
- XI. Old Business**

XII. New Business

i. Smoking

Since it is time consuming to take a break for smoking, if everyone is willing to forgo the break, we could end the meeting sooner. Ask for a motion and vote.

ii. Standard Operating Procedures for PWC (SOPs)-Due by end of May

PWC needs to operate within the By-Laws of the council, but has the option of creating it's own set of SOPs which would be included as an attachment to the By-Laws. Several areas for consideration are: 1) Appointing a member-at-large who would have council voting privileges, and who would be the liaison between the PWC and the Council 2) The election of Committee Co-Chairs, and the desire that Co-Chairs be equals 3) PWC's Requirements for membership

iii. Thursday Morning Fax-Vote on whether or not PWC wants to include a synopsis of meetings in the Thursday morning Fax

iv. Help with Membership Applications-Catherine will work with anyone who wants to fill out a membership form, to ensure that all information is complete. She will also contact anyone who is interested in joining a committee to give them information about it

XIII. Next Meeting

- a. June 30, 2003, DHD 6 – 8 p.m., 7th Floor Chapel

XIV. Announcements

- i. Conference June 23 & June 24-Some scholarships available
- ii. HIV/STD Prevention Health Fair June 7 at Cass Park

XV. Adjournment